



Executive Committee Meeting  
Wednesday, July 1, 2020  
Via conference call

## Minutes

### Opening

The meeting was called to order at 2:04 PM via video conference called by Dr. John Smith, President.

### Present

John Smith, Tosha Hendrickson, Samatha Stewart, Robert Stephens, Heather Miller, Matt Painter, and Margaret Lomas Carpenter

### Absent

Alisha Harrison

### Old Business/President Updates (John)

- Approve minutes from June 2020 meeting
  - Motion to approve (1<sup>st</sup>: Matt, 2<sup>nd</sup>: Tosha)
- Google Drive Updates
  - Margaret described the formatting of the folders
  - SI Folder
    - Contact Rene Archam
  - Old Agendas/Minutes
  - Website
    - Margaret will post monthly meeting minutes once approved
- BOA Bank Account
  - John was mailed the forms signed by Matt and Tosha. Bank lobby is closed. John will keep documents secured in his home until banks open and proceed with updating documents.
- Vacant Committee Chair (Strategic Initiatives and Professional Development)
  - John received nominations and will continue to receive nominations until July 10, 2020.
  - Nominations (Danielle Riley – Rice University; Victor Lopez - UNT)
  - Nominations Close On Friday, July 10, 2020.
  - John will contact the nominees to ask if they are interested in participating. If they are, he will have the board meet them and appoint from there.

- Robert suggested contacting the candidates for the 2 vacant positions and ask if they are interested to be considered for these.

### **New Business (John)**

- Board Member Meetings
  - Goals
  - Budget
- 2021/2022 SI Locations (Pending – Next Steps)
  - Robert reached out to the Houston venue regarding the contract but has not received feedback. We need closer.
  - Matt suggested sending a certified letter.
  - Heather mentioned having it at a university may not be ideal, but we can make it work at least for this coming year due to the pandemic.
- Fall Swing Calendar Update (John/Robert)
  - For new members, Robert explained the Fall Swing Calendar:
    - It is managed by TACRAO's college relations committee. A survey was sent out 6 weeks ago to gauge institutions' interest. About 75% responded stating they did not know what they were going to do due to the pandemic.
    - We do host an annual TxGAP Virtual Fair with Career Eco (see below). A separate survey was sent to get feedback to have 3 virtual fairs: Sept, Oct. Nov. Dana reported that only 19 responses were received. The participating school would market the event to their students. Participating schools would be a co-sponsor and not pay the registration fee of \$295; \$395 is the late registration fee, where we keep the \$100 revenue. Robert asked Gail to charge the \$395 so that we can receive the revenue and use it towards marketing to get students to attend the event.
  - John submitted the dates which are set in stone (listed below).
  - Matt did not feel we are in dire need of the revenue since our budget is not in jeopardy.
- TxGAP Hosted Virtual Graduate Fairs (John/Robert)
  - Powered by Career Eco
    - \$395 Registration Fee; \$295 - Registration/\$100 – Marketing
  - Dates
    - September 22, 2020 (2:00 pm – 6:00 pm)
    - October 16, 2020 (10:00 am – 2:00 pm)
    - November 4, 2020 (12:00 pm – 4:00 pm)
  - Host institutions will not pay the registration fee; participating institutions will pay \$395
  - Robert suggested using Carnegie Dartlet for marketing these fairs

**Financial Report (Matt)**

- Monthly Update
  - Matt reviewed the financials (Attached)
    - 3 Debits: GoDaddy and other processing fees
    - 1 Fee: Wild Apricot is based in Canada and charges a fee
    - Chart: With no SI, we are actually fairly significantly above from last year because of the retained registrations (green line).
  - Renewals

**Committee Chair Reports**

- Membership (Alisha)
  - Absent
- Communications & Marketing (Heather and Robert)
  - No updates
- Professional Development & Strategic Initiatives (Vacant/John)
  - Reminder to submit nominations to John by July 10, 2020
- Summer Institute (Heather)
  - No updates
- Mentorship Program
  - John met with the team last week. There are currently 5 mentees and 7 mentors. John will email Margaret the list of names.

**Discussion Items**

- Polo Shirts for New Board Members (Size)
  - Motion to purchase shirts from TxGAP funds was entered (1<sup>st</sup>: Matt; 2<sup>nd</sup>: Heather) for board members to wear during events.
  - Email size to Matt along with information on men's or women's cut. The order will be placed after the 2 vacant positions have been filled.
- Board Retreat
  - John will work on the date and location for the January retreat

**Motion for Adjournment**

- A motion to adjourn was entered at 3:06 PM (1<sup>st</sup>: Matt; 2<sup>nd</sup>: Samantha)
- The next meeting will be on August 1, 2020 at 2:00 PM via video conference call

